



Salem School Building/Construction Committee

Meeting date: March 23, 2011

Place: Town Hall Room #3

Time: 7:00 PM

Meeting Agenda

Review proposal for architectural services distributed at our last meeting. Come prepared to suggest any changes you may find dealing with spelling, sentence structure, dates, and any pertinent information that may have been omitted.

I will bring several clean copies and a red pen to make corrections, additions or deletions. This RFQ needs to be approved by the committee at this meeting so that corrections can be edited in and an ad posted in The Day and on the town web site.

In addition, I will circulate copies of proposed questions that can be asked at interview time.

At future meetings we will work on best estimate timeline scheduling, the need for an owner's rep, partial billing and change order procedures, scheduled site reviews by the committee with the architect, building design and floor plan changes with school personnel and public updates on construction progress.

Submitted March 21, 2011